

UNITED STATES CIVIL SERVICE COMMISSION  
Office of the Executive Director  
Interagency Advisory Group  
Washington 25, D. C.

November 10, 1958

TO : DIRECTORS OF PERSONNEL  
ALL FEDERAL AGENCIES

FROM : J. Kenneth Mulligan

SUBJECT : DISCUSSION DRAFT OF PROPOSED NEW TRAINING CHAPTER (FPM)  
CONTAINING TRAINING LAW, EXECUTIVE ORDER, AND REGULATIONS

The Government Employees Training Act, particularly Section 6, directs the Civil Service Commission to issue regulations governing many aspects of agency training programs.

Commission staff members drafting these regulations propose that all provisions of law, Executive Order, regulation, and instructions concerning training be issued as a single, unified, expository Training Chapter of the Federal Personnel Manual. The attached paper is a discussion draft of such a Chapter, sent to you for review and comment.

An advisory committee of representative agencies has consulted extensively with the Commission's staff on certain portions of the draft; other portions were drafted without prior consultation with agencies. A number of changes will undoubtedly be required after there has been further opportunity to assess the impact of the proposed requirements on agencies' programs and plans.

We are sending you a sufficient supply of the draft to permit distribution of a copy to each of your major bureaus. Careful consideration of the draft at all levels in your organization will aid in development of an improved document. You are therefore urged to arrange for its extensive review, with particular reference to the proposed regulations incorporated in the chapter, and for a consolidated feedback to us of the results of such review. (See the last sentence of the Foreword in the Chapter).

Staff members of the Commission will, upon request and to the limits of available resources, visit any agency to discuss any extensive questions raised by the draft or any serious difficulties foreseen in operating under its provisions. Any request for such a visit should be made to Stanley Berg, Regulations and Instructions Division, Code 129, Extension 5497.